CANON

MultiPASS™ L60

SOFTWARE MANUAL

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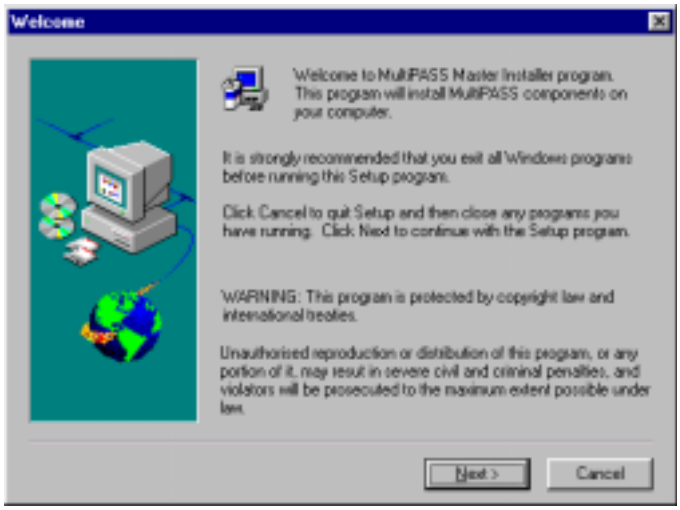
TO INSTALL MultiPASS L60 PRINTER, DESKTOP MANAGER AND SCANNER DRIVER

1. Once you have inserted the CD ROM into the drive, it will auto-detect and will start to run the initial setup.

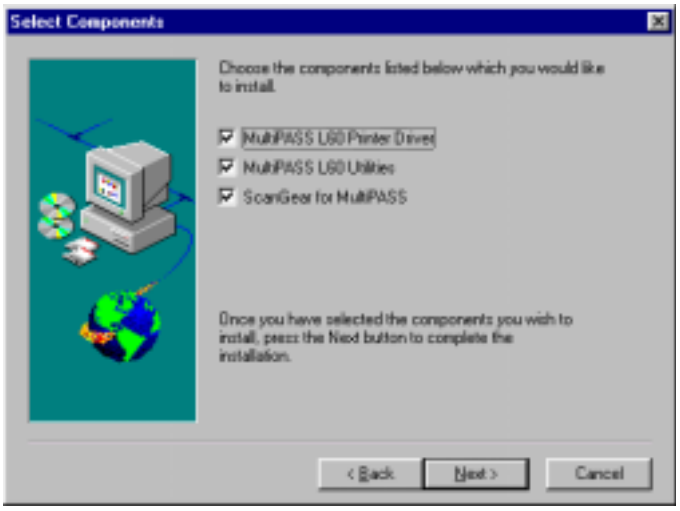
2. The MultiPASS Installer will install the printer driver.


Welcome
Welcome to MultiPASS Master Installer program. This program will install MultiPASS components on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup program.
Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and violators will be prosecuted to the maximum extent possible under law.
Next >
Cancel

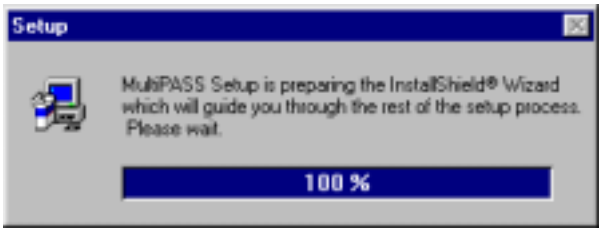
3. Click Next >

4. Click on the boxes of the MultiPASS L60 Printer Driver, MultiPASS L60 Utilities and ScanGear for MultiPASS.

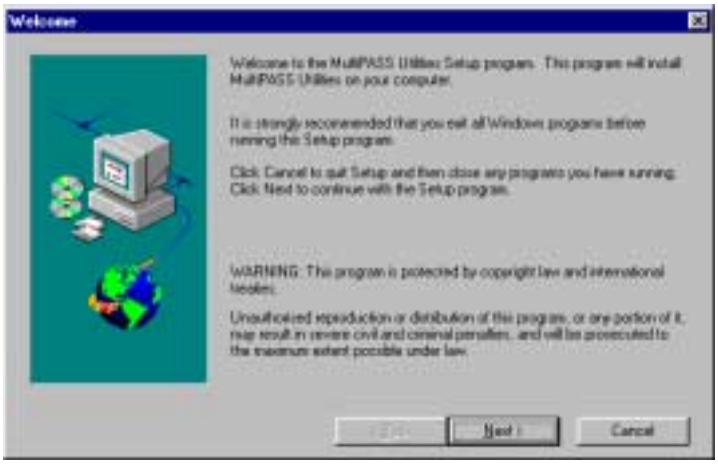
5. Click Next >


Select Components
Choose the components listed below which you would like to install.
MultiPASS L60 Printer Driver
MultiPASS L60 Utilities
ScanGear for MultiPASS
Once you have selected the components you wish to install, press the Next button to complete the installation.
< Back
Next >
Cancel

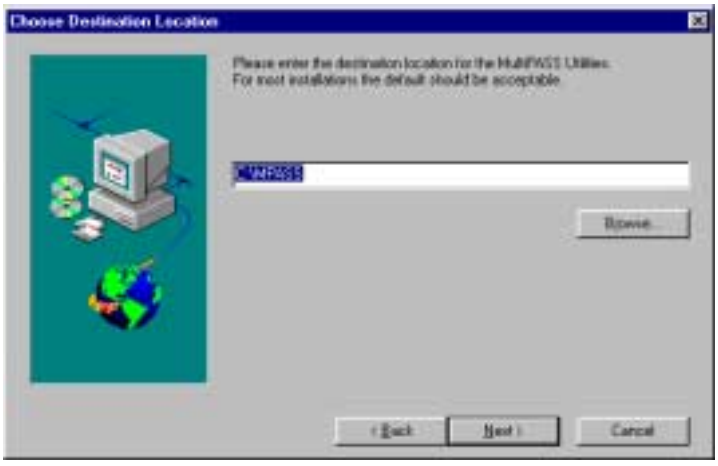
6. MultiPASS will finish installing the printer driver, after which it will prepare for the UTILITIES SETUP.


Setup
MultiPASS Setup is preparing the InstallShield® Wizard which will guide you through the rest of the setup process. Please wait.
100 %

7. Click Next >


Welcome
Welcome to the MultiPASS Utilities Setup program. This program will install MultiPASS Utilities on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup program.
Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
Next >
Cancel

8. Click Next >


Choose Destination Location
Please enter the destination location for the MultiPASS Utilities.
For most installations the default should be acceptable.
Browse...
< Back
Next >
Cancel

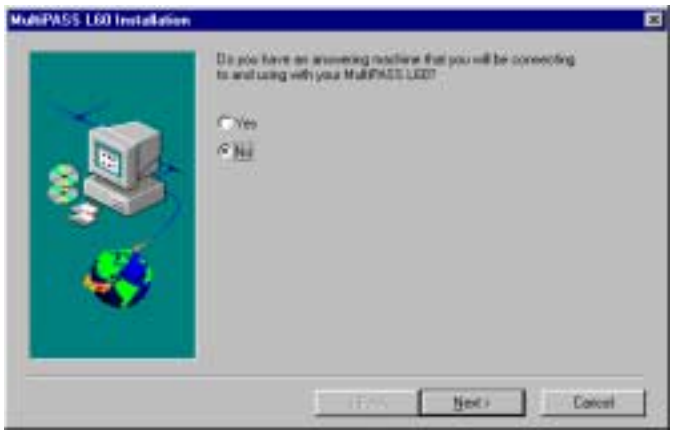
9. If you have previously installed the MultiPASS program to your system, the dialog box will be displayed as below.

EITHER: click on ‘Keep existing database’ to retain your previous data
OR: click on ‘Overwrite existing database’ to delete existing data.

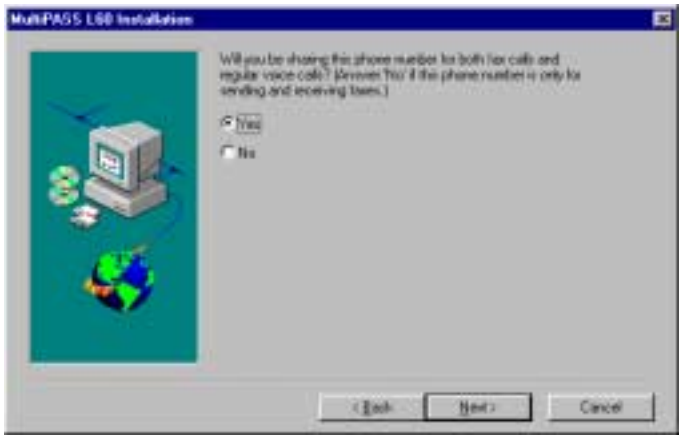
10. Click Next >

MultiPASS L60 Installation
It is important that your bi-directional parallel cable is properly attached to both your computer and the MultiPASS L60 and your MultiPASS L60 is plugged in before continuing!
If you need help completing either step, please refer to the Setup Guide that came with your MultiPASS L60.
OK

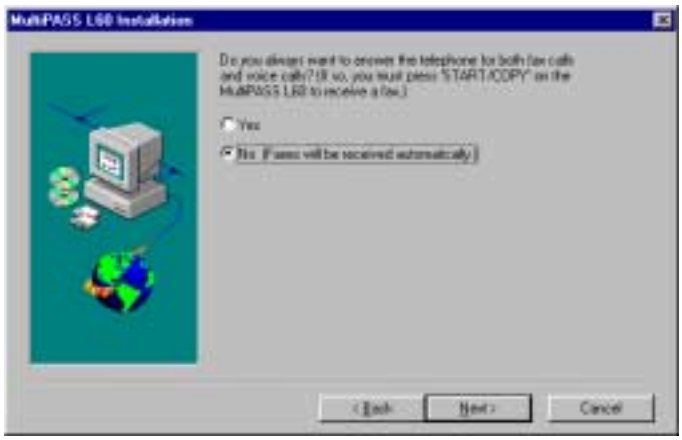
11. Click OK



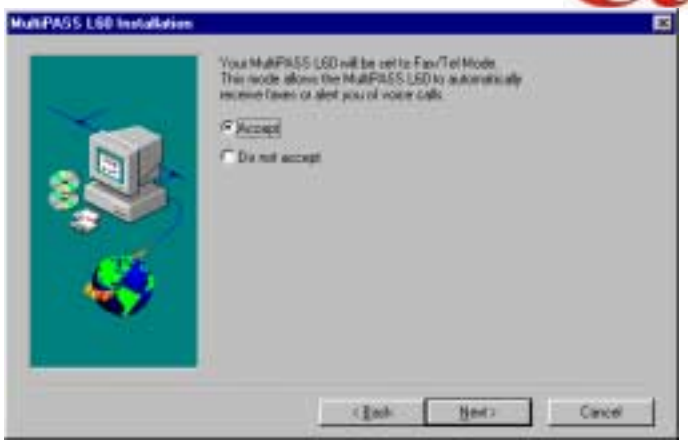
12. Click Next >



13. Click Next >



14. Click Next >



15. Click Accept

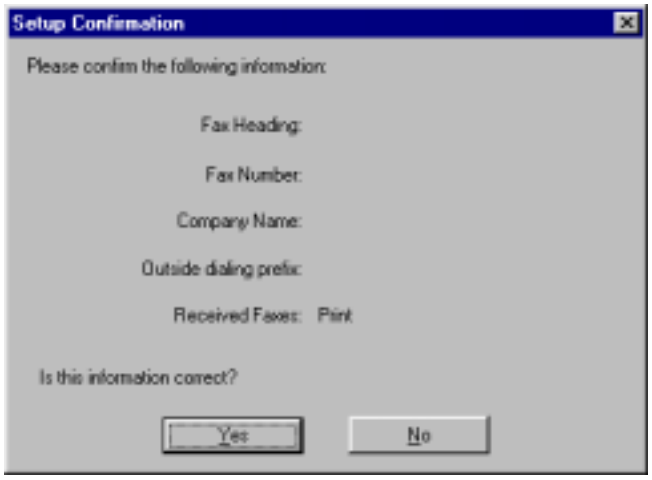
16. Click Next >

MultiPASS untilities software will now be downloaded.

17. Click Next >

Setup will now be updating your Windows operating systems.

18. Enter your company's name, fax number and the fax heading that you would like your fax to appear when the other party received the document.
You can choose **NOT** to enter.



19. Click YES if the information that you have entered are correct, otherwise Click NO if you need to change the information.

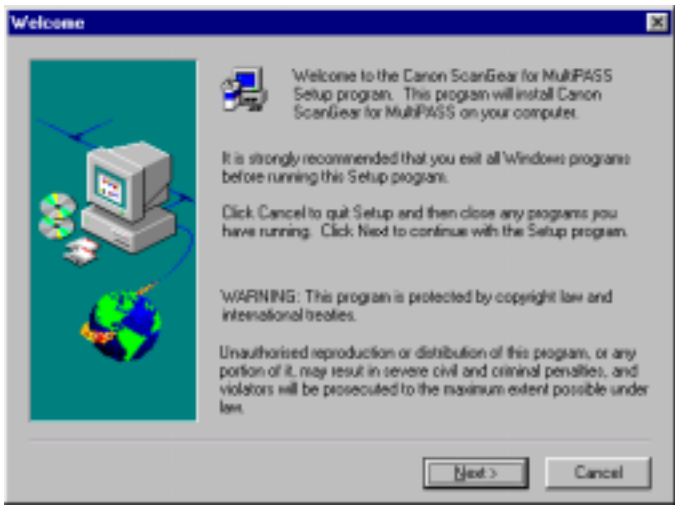
The setup is now creating the MultiPASS utilities and the program icons. Please wait.

MultiPASS L60 - Fax/Tel Mode
Congratulations, you have successfully programmed your Receive Mode to Fax/Tel Mode.
If you need to change your Receive Mode to one of the other choices, you can go through the Desktop Manager to change the default mode by following these simple steps:
1. Start the MultiPASS Desktop Manager.
2. Select Setup from the menu bar.
3. Choose Receive Fax from the drop down list.
4. In the Answer section, select the Receive Mode from the drop down list.
5. Click OK.
See your User's Manual for details.
You must have a telephone attached to the MultiPASS L60.
Next >
Cancel

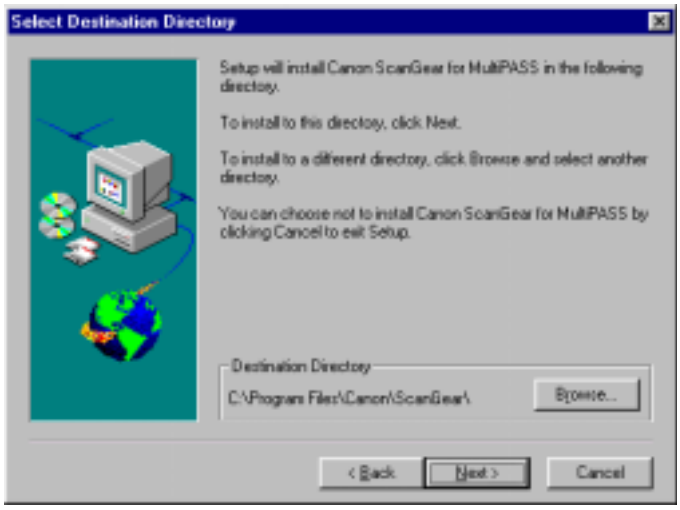
20. Click Next >

Once the installation of the MultiPASS Utilities software is completed, the system will now start to install the scanning (SCANGEAR) software.

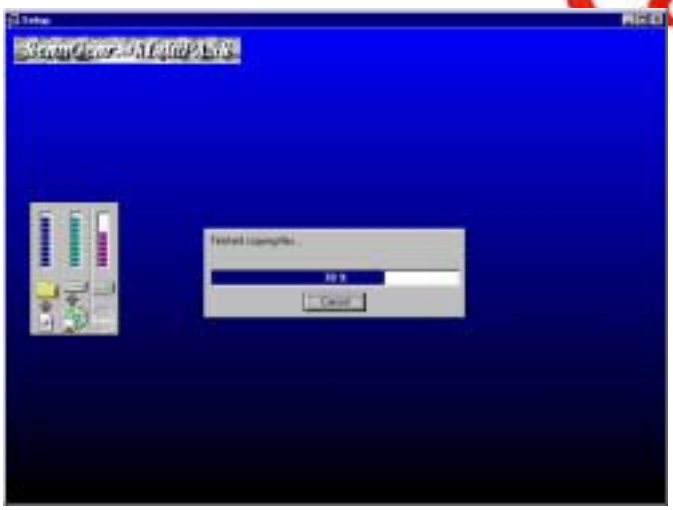
INSTALLATION OF SCANGEAR FOR MultiPASS L60


Welcome
Welcome to the Canon ScanGear for MultiPASS Setup program. This program will install Canon ScanGear for MultiPASS on your computer.
It is strongly recommended that you exit all Windows programs before running this Setup program.
Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.
WARNING: This program is protected by copyright law and international treaties.
Unauthorised reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and violators will be prosecuted to the maximum extent possible under law.
Next >
Cancel

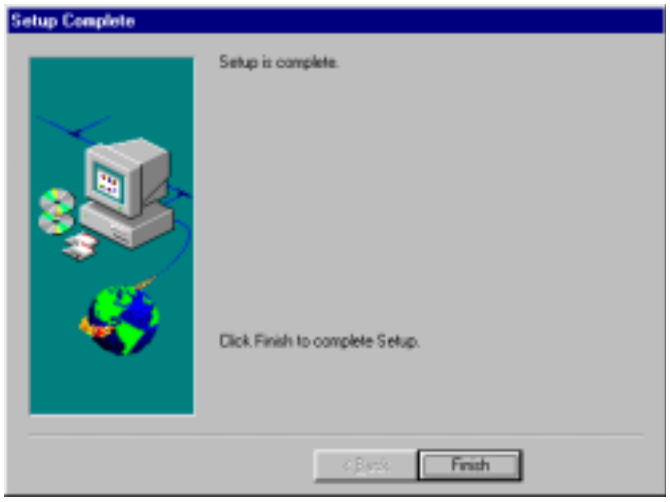
21. Click Next >


Select Destination Directory
Setup will install Canon ScanGear for MultiPASS in the following directory.
To install to this directory, click Next.
To install to a different directory, click Browse and select another directory.
You can choose not to install Canon ScanGear for MultiPASS by clicking Cancel to exit Setup.
Destination Directory
C:\Program Files\Canon\ScanGear\
Browse...
< Back
Next >
Cancel

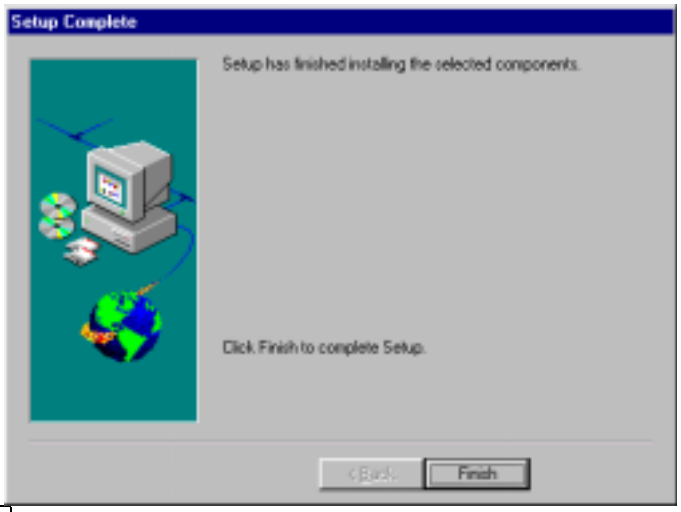
22. Click Next >



The SCANGEAR is now being downloaded.

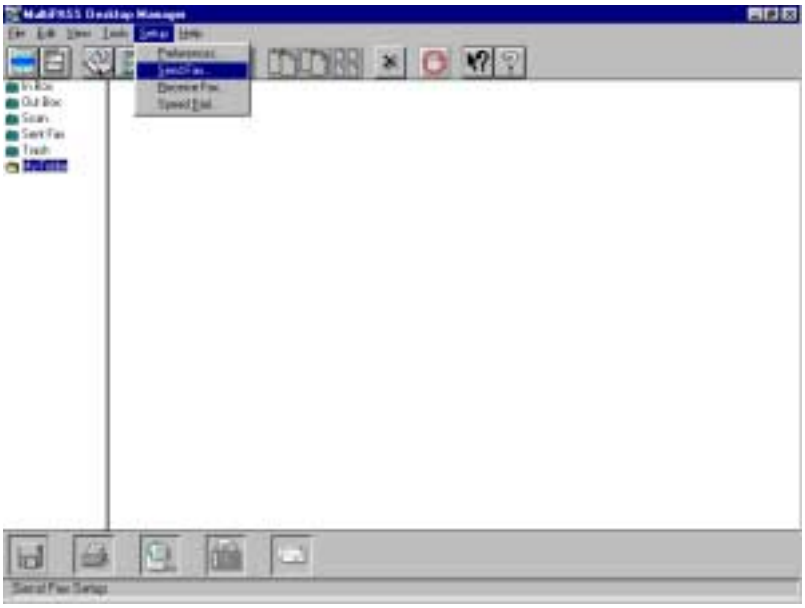


23. Click FINISH

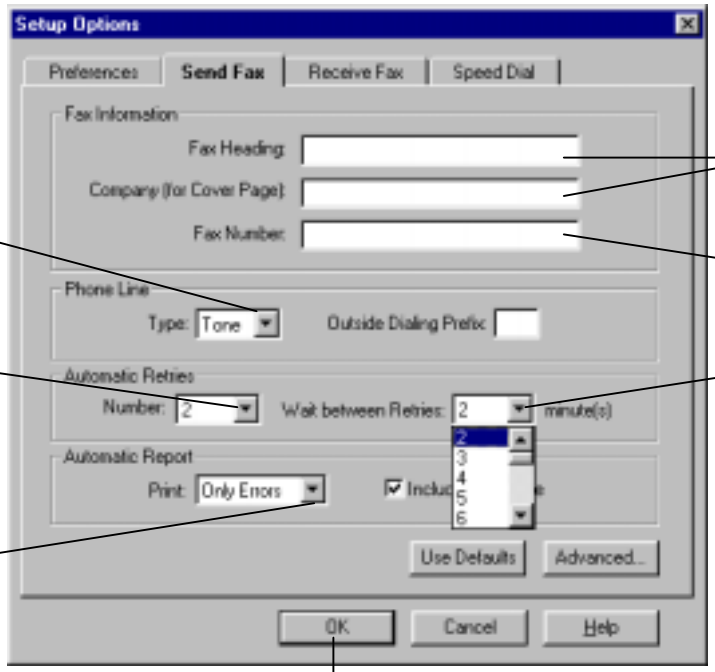


24. Click FINISH
25. Restart your computer.

TO CUSTOMISE SETTINGS FOR SENDING FAX



1. Click **Start**
2. Go to **Programs**
3. Click **Canon MultiPASS L60**
4. Click **MultiPASS Desktop Manager 2.61**
5. Click **Setup**
6. Click the **Send Fax** tab



ENTER COMPANY NAME

ENTER FAX NUMBER

ALWAYS SET TO TONE

ENTER THE NUMBER OF REDIALS DESIRED

THE INTERVAL WAITING TIME FOR RETRIES TO TAKE PLACE

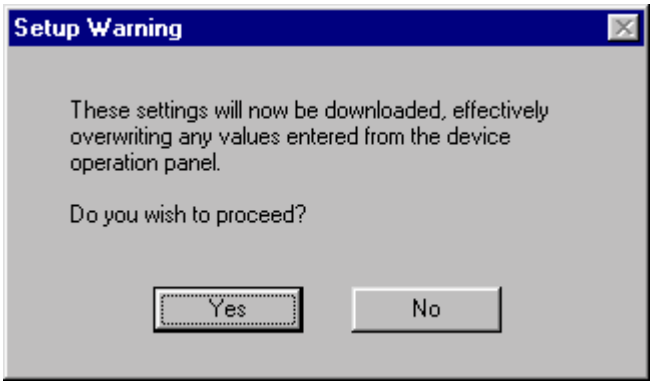
CUSTOMISE THE WAY FOR INDIVIDUAL REPORT PRINTOUT

CLICK OK TO CONFIRM ENTRIES

7. Enter the relevant details

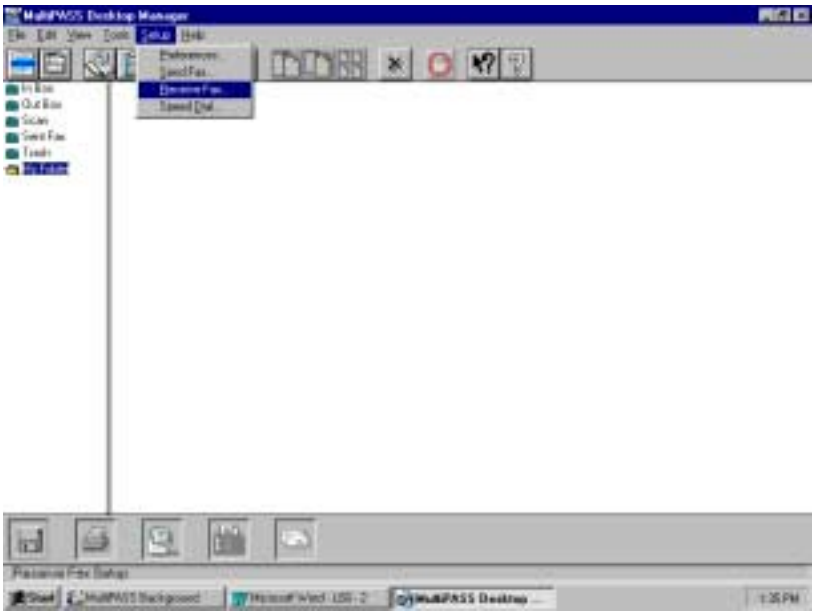
8. Click OK

A dialog box will appear as below:

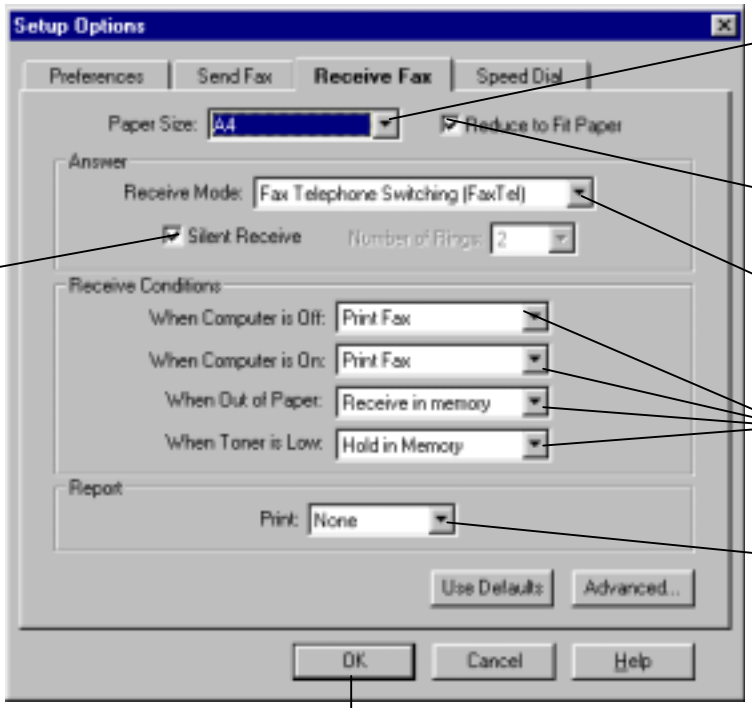

Setup Warning
These settings will now be downloaded, effectively overwriting any values entered from the device operation panel.
Do you wish to proceed?
Yes
No

9. Click YES and the new settings and information will be downloaded to the facsimile machine.

TO CUSTOMISE THE SETTINGS FOR RECEIVING FAX



1. Click **Start**
2. Go to **Programs**
3. Click **Canon MultiPASS L60**
4. Click **MultiPASS Desktop Manager 2.61**
5. Click **Setup**
6. Click **Receive Fax**



SELECT PAPER SIZE

UPOM RECEIVING, DOCUMENT TO BE REDUCED IN SIZE

TYPE OF RECEIVING METHOD CAN BE SELECTED

HOW FAX DOCUMENT SHOULD BE RECIEVED

TO PRINT INDIVIDUAL REPORT

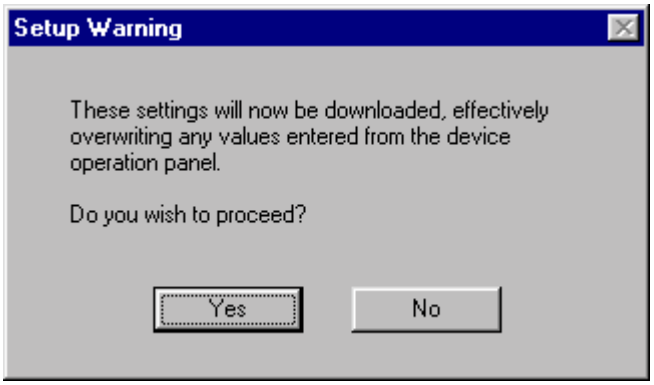
TO ACTIVATE FAX MACHINE TO RECEIVE IN SILENCE

CLICK OK TO CONFIRM ENTRIES

7. Enter the relevant details

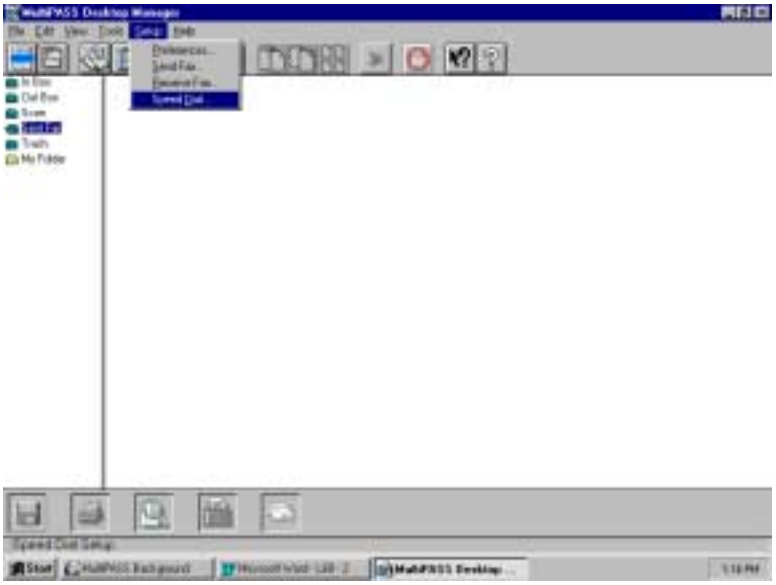
8. Click OK

A dialog box will appear as below:

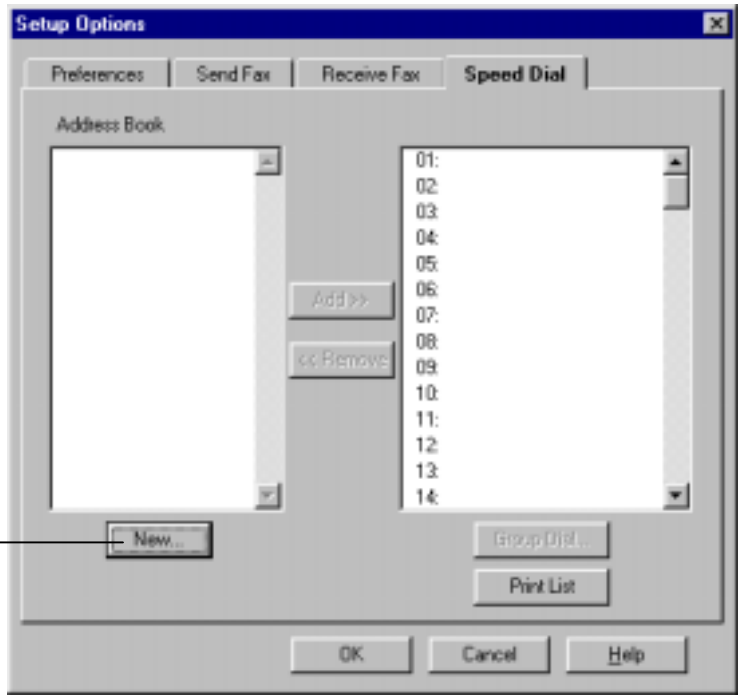

Setup Warning
These settings will now be downloaded, effectively overwriting any values entered from the device operation panel.
Do you wish to proceed?
Yes
No

9. Click YES and the new settings and information will be downloaded to the facsimile machine.

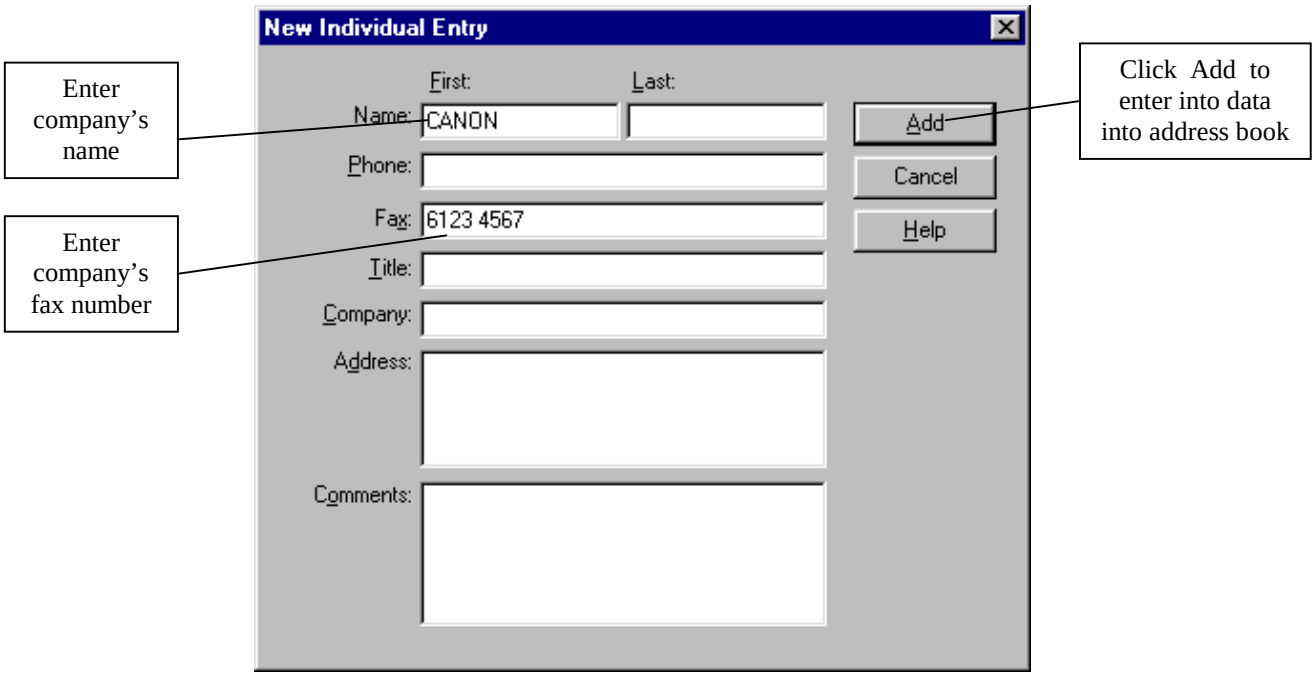
TO SET UP ADDRESS BOOK



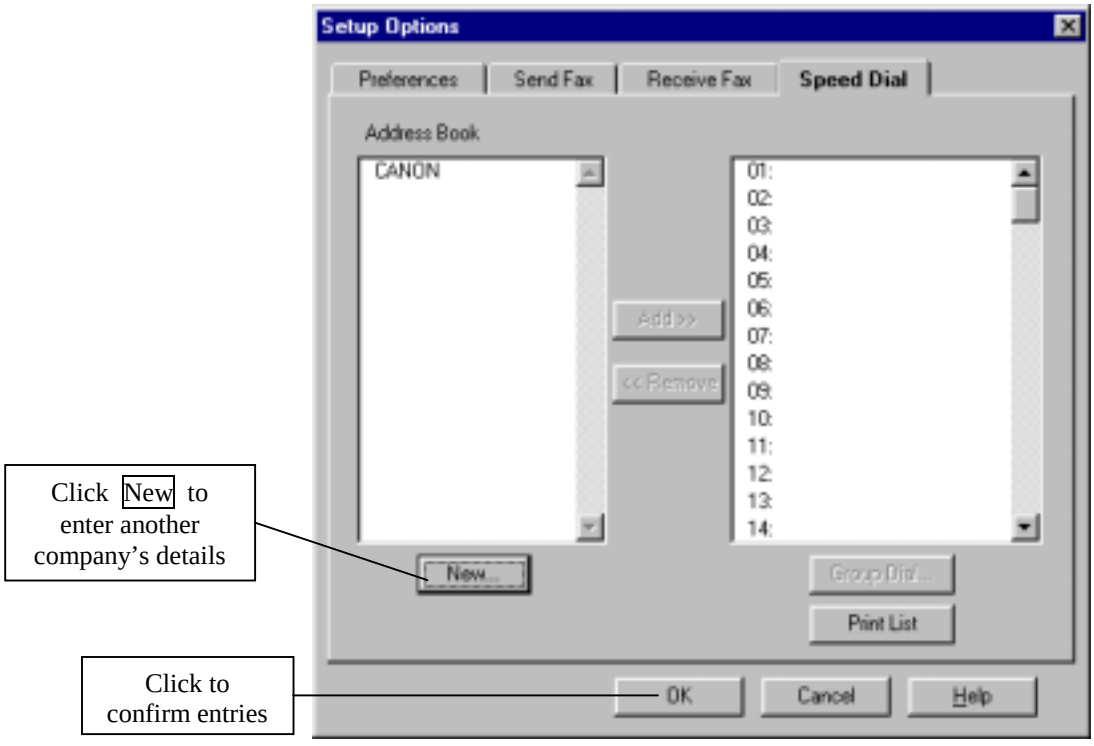
1. Click **Start**
2. Go to **Programs**
3. Click **Canon MultiPASS L60**
4. Click **MultiPASS Desktop Manager 2.61**
5. Click **Setup**
6. Click **Speed Dial**



Click **New** to enter a speed dial

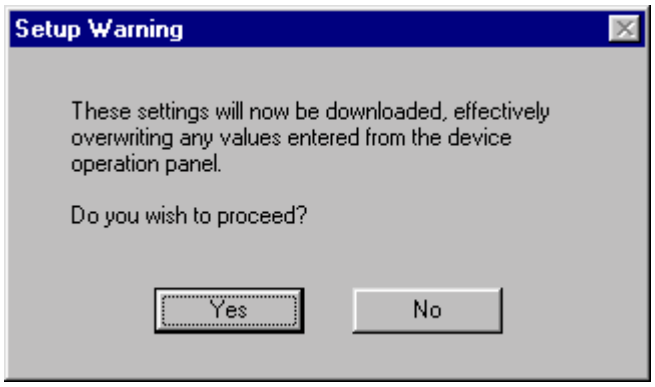


5. Enter the particulars of the customer as indicated above.
6. Click Add



7. Address Book will appear the customer's name
8. To continue with another entry, click New
9. Click OK when the whole list of numbers are stored.

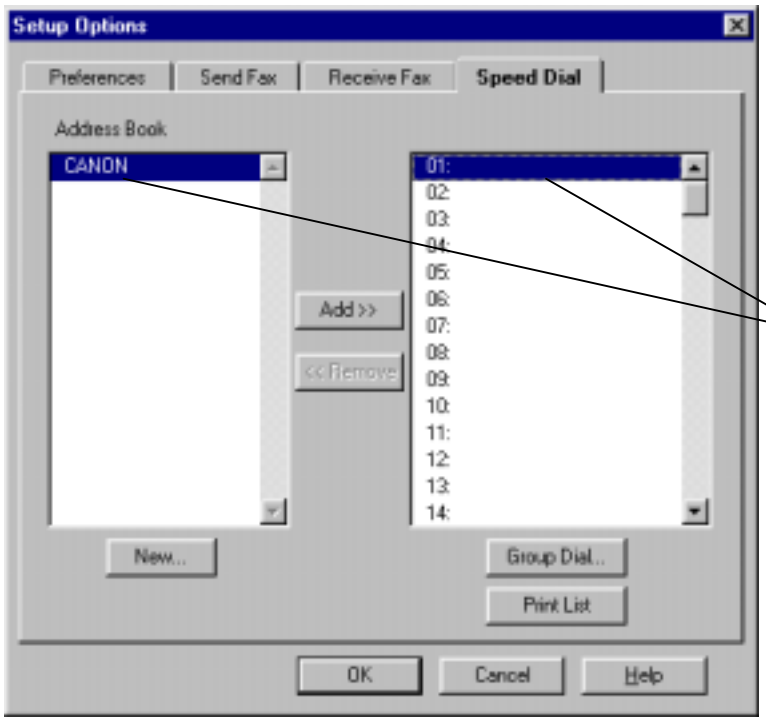
A dialog box will appear as below:


Setup Warning
These settings will now be downloaded, effectively overwriting any values entered from the device operation panel.
Do you wish to proceed?
Yes
No

10. Click YES and the new settings and information will be downloaded to the L60 machine.

TO ASSIGN ADDRESS BOOK ENTRIES TO ONE-TOUCH / CODED SPEED DIAL LOCATIONS

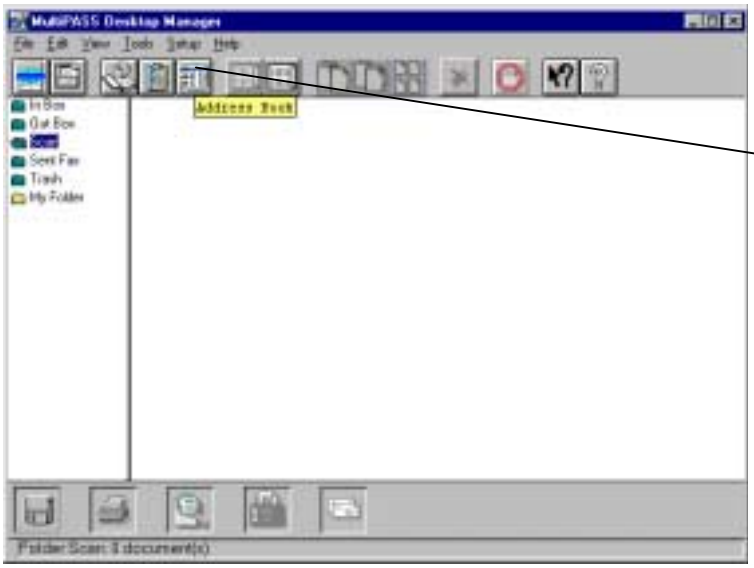
1. Facsimile numbers must first be stored into the address book (refer previous page).
2. Highlight by clicking both the company's name and the desired position of the speed dial located on the right column.



Highlight the name on the left and the position where the fax number is to be stored on the right.

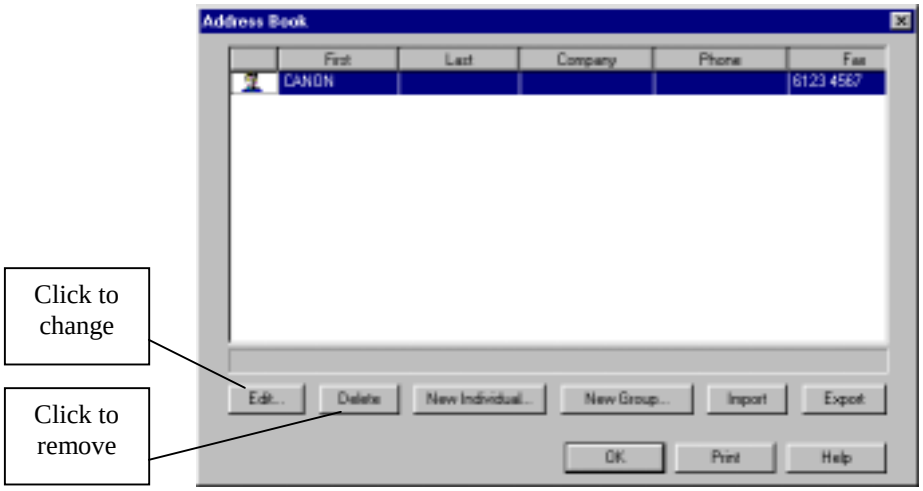
3. Click Add>>

TO EDIT / DELETE ENTRIES IN THE ADDRESS BOOK

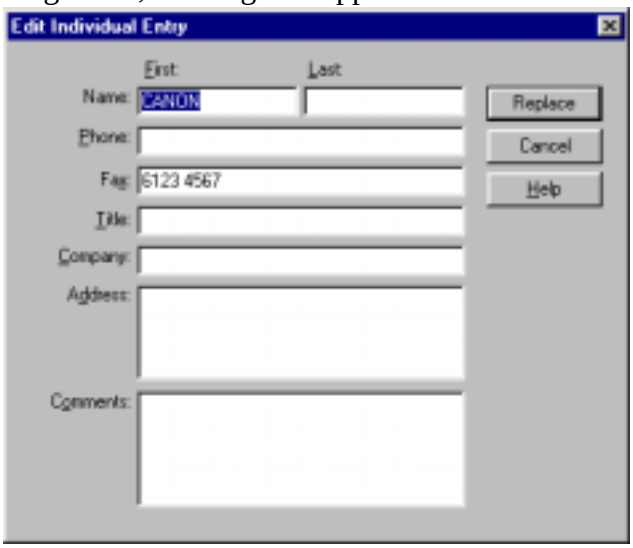


Click Address Book to edit or delete entries

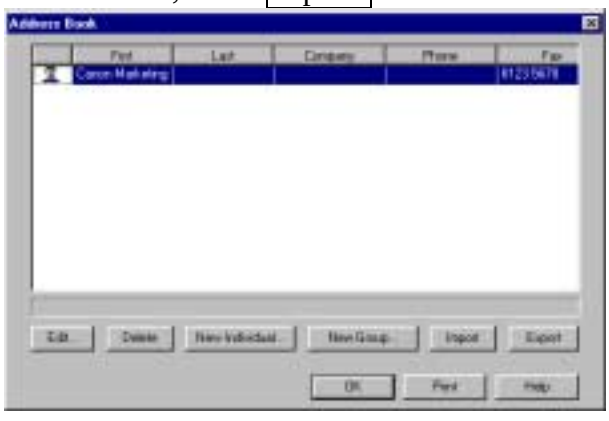
1. Click Address Book
2. Highlight the entry that you wish to edit /delete.



3. To make changes in an entry, click Edit
   Otherwise, to remove an entire entry, click Delete , then go to step No.5.
   Under editing mode, a dialog will appear:



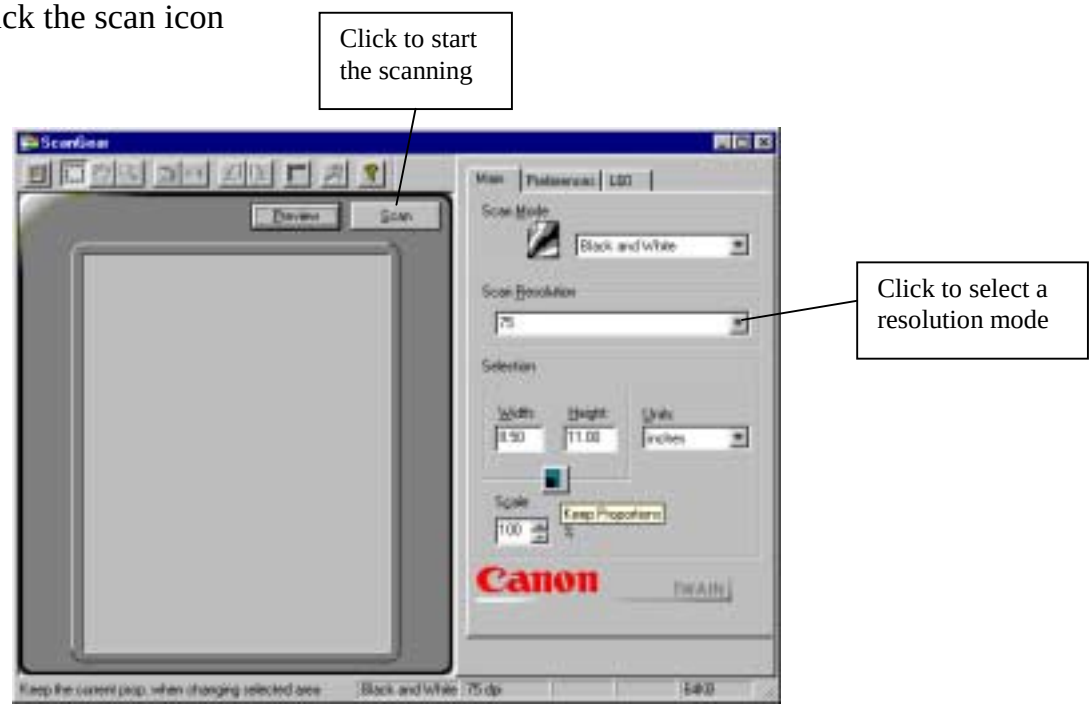
4. After changes have been done, click Replace



5. Click OK to exit from Address Book and then following instructions to download settings.

TO SCAN A DOCUMENT

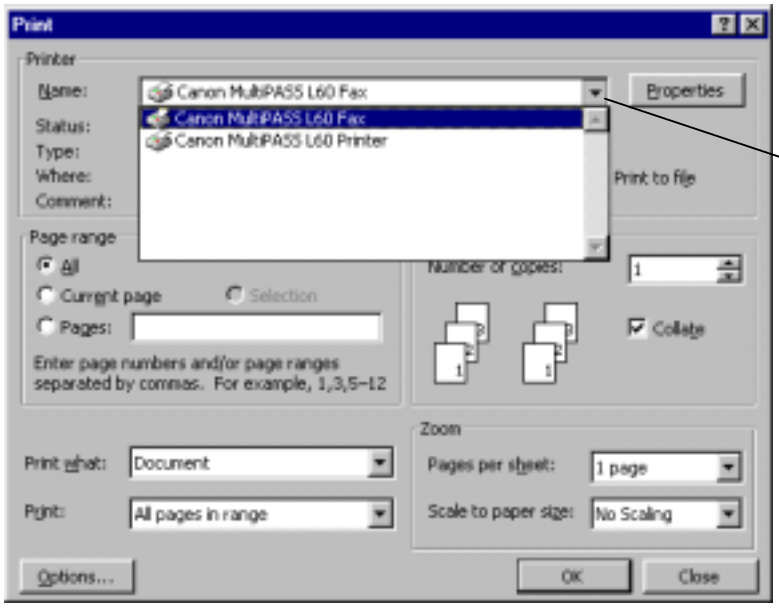
1. Place document on the document feeder
2. Click the scan icon



3. Select the **Scan Resolution** Mode
4. Click Scan icon

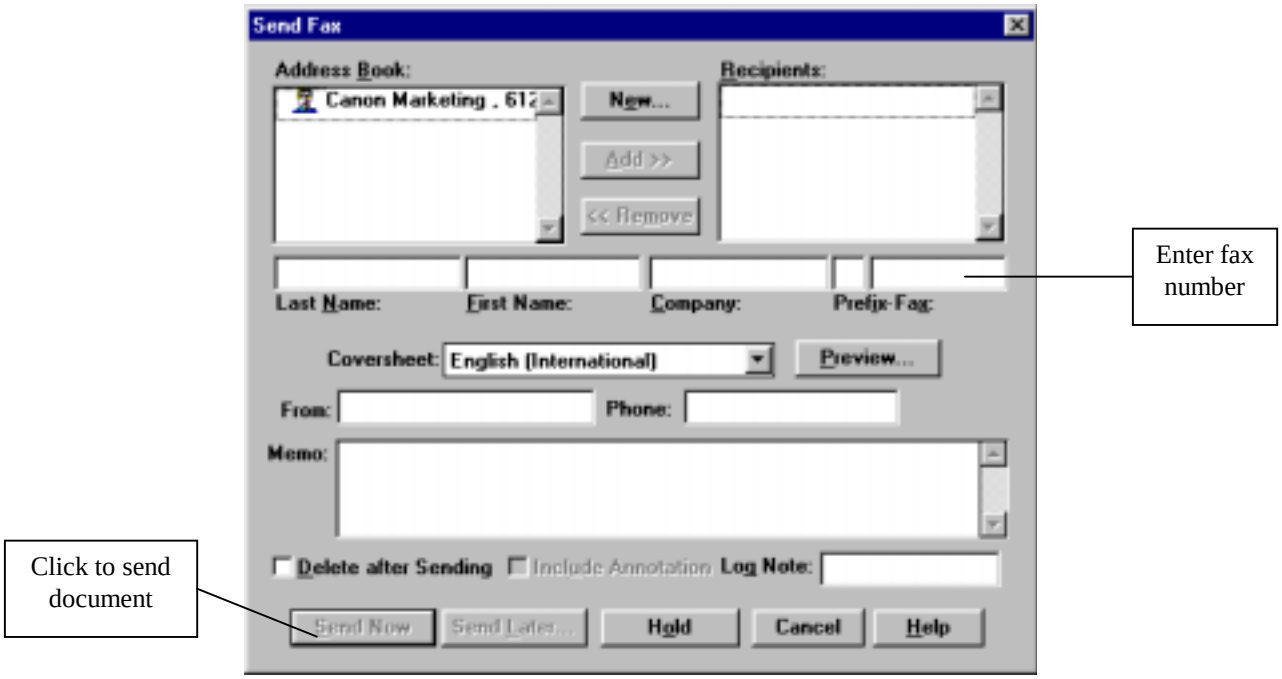
TO PC FAX A DOCUMENT FROM MS OFFICE OR WORDPAD

1. Click **File**
2. Click **Print**



3. Select Canon MultiPASS L60 Fax driver
4. Click OK

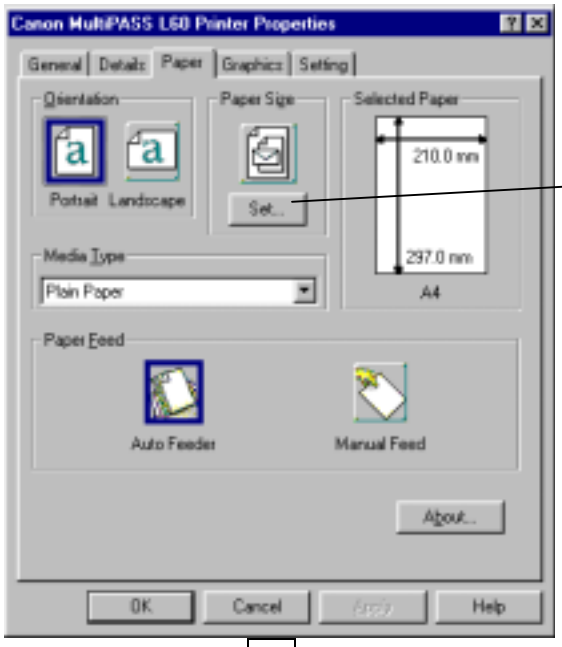
A **Send Fax** dialog box will appear



5. Enter the fax number
6. Click Send Now

TO DEFAULT THE PAPER SIZE SELECTION TO A4 or LETTER

1. Click **Start**
2. Go to **Settings**
3. Select **Printers**
4. Right click on the MultiPASS L60 Printer
5. Click Properties



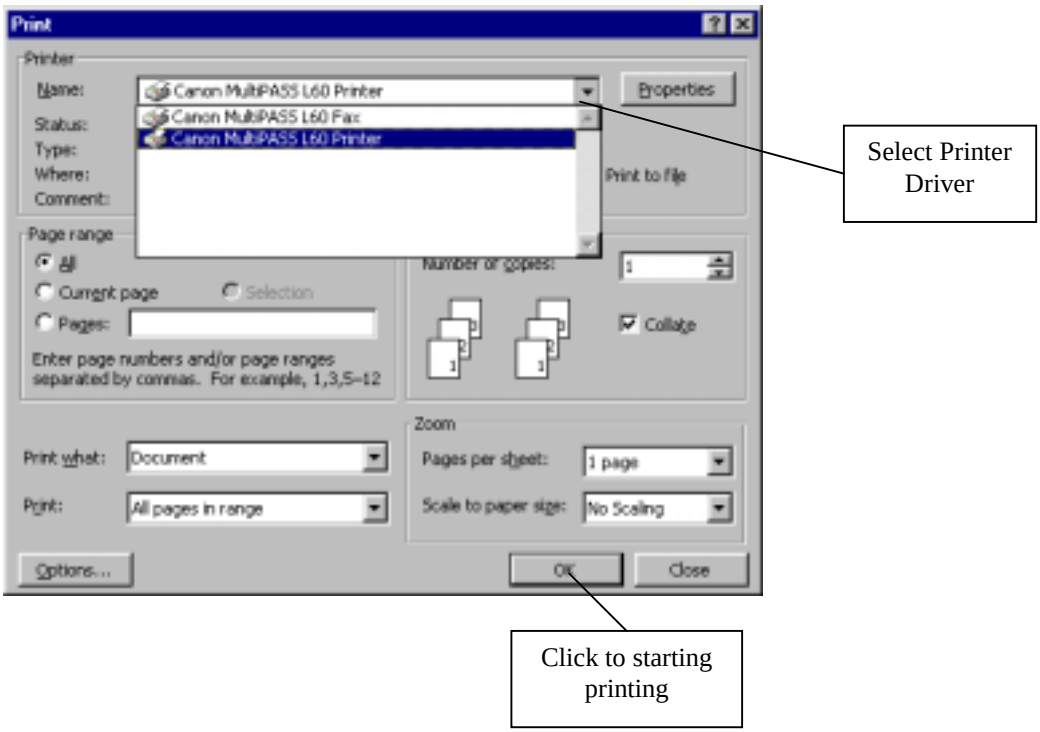
6. Under the **Paper** tab, click **Set** at the Paper Size icon

7. Select **A4** size or **Letter** size as desired
8. Click OK twice

TO PRINT A DOCUMENT

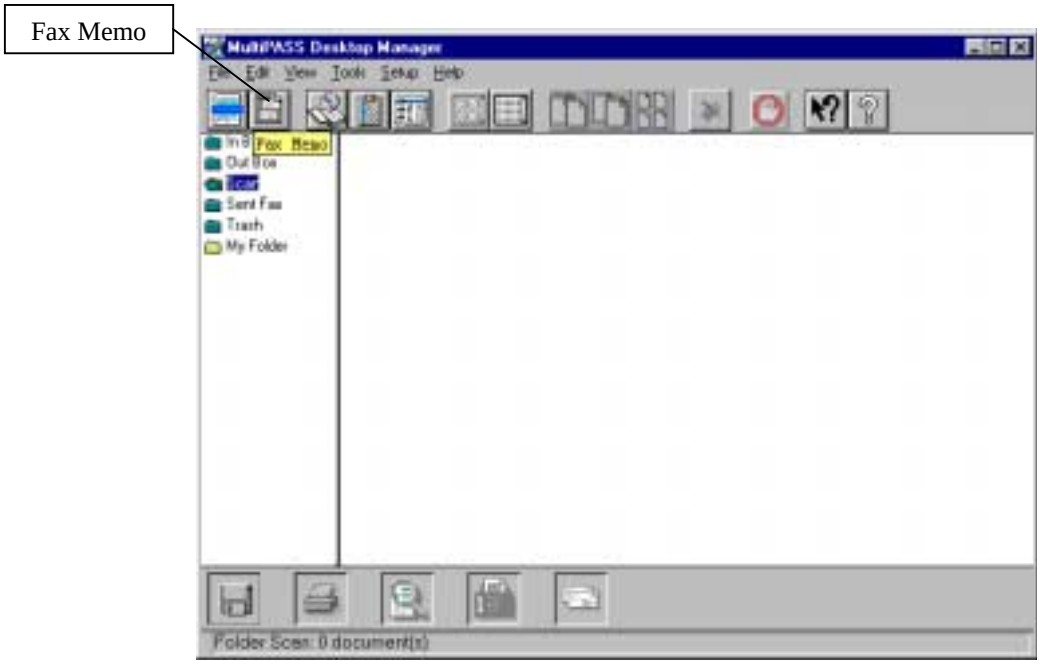
1. Click **File**
2. Click **Print**

A print dialog box will now be shown

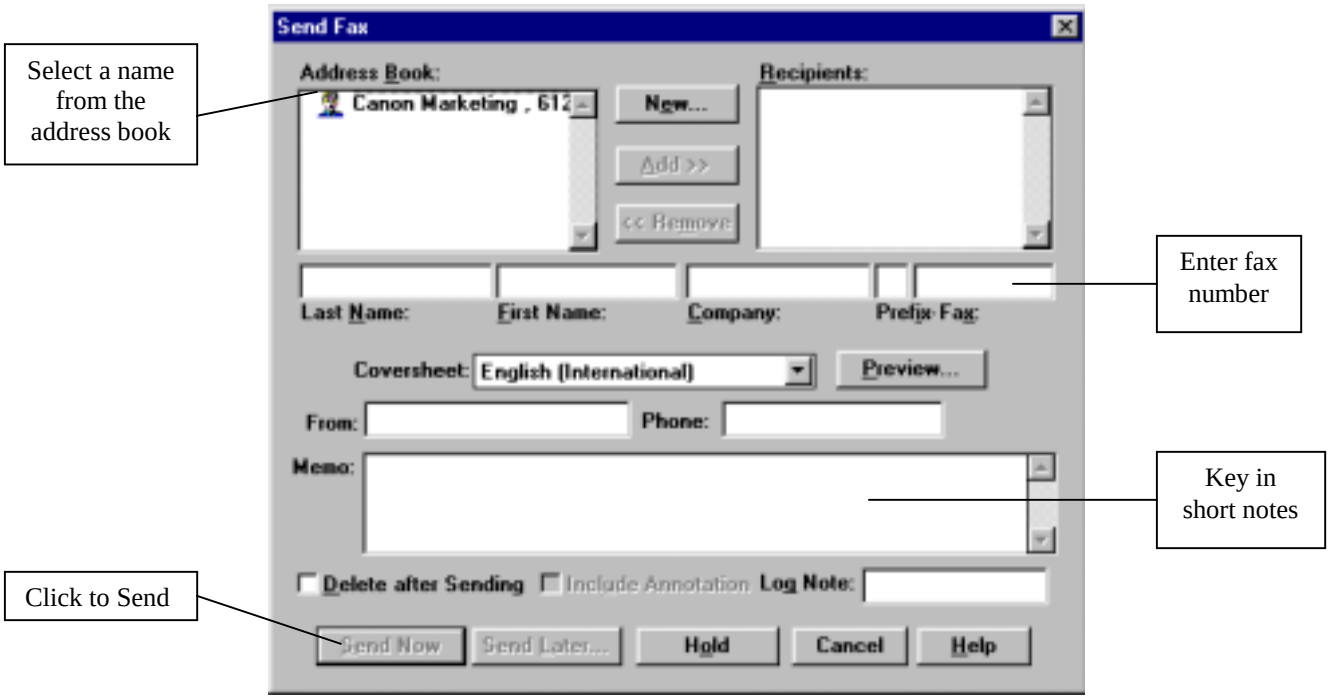


3. **Click OK to start print job**

TO FAX A MEMO FROM DESKTOP MANAGER



1. Click the **Fax Memo** icon



2. Enter short notes in the Memo box
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